



Department of  
Education

NEW YORK CITY DEPARTMENT OF EDUCATION  
DIVISION OF HUMAN RESOURCES  
65 COURT STREET  
BROOKLYN, NEW YORK 11201

Date Posted: 3/28/2024

Deadline: 5/1/2024

SY23-24 PER SESSION VACANCY NOTICE # 0858

2023-2024

PLEASE POST

(CONTINGENT UPON FUNDING AVAILABILITY AND PROGRAMMATIC APPROVAL; this position is subject to budget approval and availability and may be withdrawn at any time)

#### POSITION:

Supervisors to serve as **Organizational Team Members** to support scoring of the June 2023 New York State Regents or World Language assessments

EXAM - EXPECTED DATES - EXPECTED HOURS (Not Guaranteed) - EXPECTED # OF OPENINGS (Not Guaranteed)

Organization Team Member: June 6 – June 11, June 22 – June 30; Dates and Hours vary depending on scoring site assignment; 50 openings

*\* Note that end dates and expected hours are subject to change based on the volume of exams administered.*

#### LOCATION:

- Various sites throughout New York City (scoring locations for each exam are listed here):  
[https://nycdoe.sharepoint.com/:b:/s/OACommunicationsPublicDocs/EWA\\_X\\_KultdKkvPFXZm0-EwBhYbj0rrNc9nXa2Z9Zr5R1Q](https://nycdoe.sharepoint.com/:b:/s/OACommunicationsPublicDocs/EWA_X_KultdKkvPFXZm0-EwBhYbj0rrNc9nXa2Z9Zr5R1Q)
- Applicants will be required to work at the scoring site to which they are assigned.

#### ELIGIBILITY REQUIREMENTS:

New York City Department of Education currently appointed Education Administrators, Principals, and Assistant Principals.

- Applicants with an unsatisfactory or ineffective rating in the 2022 - 2023 or 2021 - 2022 school year are not eligible to be selected for this activity.
- Applicants who have received an unsatisfactory rating for an Office of Assessment per session activity are not eligible to be selected for this activity.
- Applicants will be required to work in person for the duration of the assignment.

#### SELECTION CRITERIA:

All candidates must:

- Be available to attend the full training and scoring commitment for the particular NYS Regents or World Language exam, as indicated in the table above and/or scheduled by the Scoring Site Supervisor. Training or scoring which occurs on school days will start at 4:30pm; training or scoring which takes place on Saturday or Sunday will start at 8:30am. See the following link for the expected scoring schedule: <https://nycdoe.sharepoint.com/:b:/s/OACommunicationsPublicDocs/Eec0Px-plaREp1zVQuB2VhkB3IQVH4uOPeXIZ9JWraKogq?e=qk906j>
  - o Note: Accepted applicants who are absent from training or scoring, arrive at the scoring site late, fail to apply the rubric, or fail to adhere to the following test security protocols outlined here may be released from the assignment: [https://infohub.nyced.org/docs/default-source/doe-employees-only/test-security-sheet.pdf?sfvrsn=9545d30c\\_2](https://infohub.nyced.org/docs/default-source/doe-employees-only/test-security-sheet.pdf?sfvrsn=9545d30c_2)
- Be willing and able to regularly lift and move boxes (up to 30 lbs.) and other testing materials/supplies, sometimes up and down stairs.
- Be familiar or have experience with one or more of the following, and must be willing and able to participate in these operations:
  - o The NYCDOE Regents or World Language scanning process, including how to scan answer documents, correct data capture errors, and generate and analyze REDS and/or RLTEreports in ATS.
  - o The distributed scoring process, NYSED's school administrators manual, NYSED information booklet for scoring, as well as the distribution of exams and physical packaging and handling of exams.

- General scoring site operations as outlined in the Site Management Team (SMT) training materials

**PREFERENCE WILL BE GIVEN TO CANDIDATES WHO:**

- Have been nominated by a June 2024 BAID to serve as an Organizational Team Member for June 2024 per session scoring.
  - o Nominations must be submitted directly to Office of Assessment and must be received by 11:59pm on May 10, 2024 to receive consideration.

**DUTIES/RESPONSIBILITIES:**

Organizational team members will:

- Inspect and log exams at the scoring site from receipt until scoring completion.
- Physically move exams to appropriate locations within the scoring site.
- Distribute exams to scorers according to NYSED policy.
- Track scoring progress.
- Scan answer documents, as well as generate and analyze ATS reports to ensure accurate data capture.
- Correct data captures errors.
  - o Note: These duties will be assigned at the discretion of the Scoring Site Supervisor. Preference among roles within the team, and the particular nature of the work, is not guaranteed.
- Supervise Teachers serving as Organizational Team Members (when necessary).

**WORK SCHEDULE:**

Indicated in the table above.

- Note that end date and expected hours are estimated in the posting, are subject to change, and are not guaranteed.
- In order to maintain continuity and consistency of scoring, applicants must be available for the full expected dates and hours of the activity in order to accept the position.

Hours up to, but not limited to the approximate number of hours listed. Additional hours may be granted upon the approval of the hiring manager.

**SALARY:**

Per Session rates as per the relevant union/organization of the advertised title (Collective Bargaining Agreement). Contingent upon funding availability and programmatic approval.

**APPLICATION INSTRUCTIONS:**

All applications must be submitted online at <https://www.nycenet.edu/offices/dhr/regents>. Applicants selected for the positions will be notified via their NYC DOE email.

PLEASE INCLUDE THE ABOVE CIRCULAR NUMBER ON YOUR APPLICATION

If you have any questions about this activity, please e-mail [regents@schools.nyc.gov](mailto:regents@schools.nyc.gov)

Please visit the New York City Department of Education website for more information on per session opportunities:

<https://www.schools.nyc.gov/careers/other-jobs-in-schools/per-session-jobs>

NOTE: Service exceeding the number of hours specified in Chancellor's Regulation C-175 governing per session activities requires prior approval. The appropriate Per Session Supervisor must make the request via the Per Session Service System and receive approval before the person can begin working in the activity. *Failure to obtain a valid waiver may result in the withholding of payment for hours worked beyond the maximum.*

AN EQUAL OPPORTUNITY EMPLOYER M/F/D

It is the policy of the New York City Department of Education (DOE) to provide equal employment opportunities in accordance with applicable laws and regulations and without regard to actual or perceived race, color, religion, creed, ethnicity, national origin, alienage, citizenship status, age, marital status, partnership status, disability, sexual orientation, gender (including actual or perceived gender identity, gender expression, pregnancy/conditions related to pregnancy or childbirth), military status, unemployment status, prior record of arrest or conviction, caregiver status, consumer credit history, predisposing genetic characteristics, salary history, sexual and

reproductive health decisions, or status as a victim of domestic violence, sexual offenses, or stalking, and to maintain an environment free of harassment on any of the above protected classifications, including sexual harassment and retaliation. For more information, please refer to the DOE Non-Discrimination Policy: <https://www.schools.nyc.gov/about-us/policies/non-discrimination-policy>

APPROVED BY: *Peter Janniello Ph. D.*  
Executive Director, Division of Human Resources

**2023-24 APPLICATION FOR PER SESSION EMPLOYMENT AND CLAIM FOR RETENTION RIGHTS (OP-175)**

**Directions:** This form must be completed and submitted to the per session supervisor prior to commencement of employment in a per session activity. A copy of this form must be retained by the per session supervisor. An applicant who wishes to claim retention rights must assert such a claim on this form. Retention rights may be claimed ONLY in one per session activity. No person may work more than 400 hours in one or a combination of per session activities (with a maximum of 400 hours in a school psychologist and/or school social worker position) without prior written approval of the Division of Human Resources in accordance with Chancellor's Regulation C-175.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Home Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ File No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

1. Are you a full-time employee of the NYC Department of Education? Yes \_\_\_\_ No \_\_\_\_

If yes, indicate current work location: CFN \_\_\_\_\_ District \_\_\_\_\_ School/Office \_\_\_\_\_  
License or Title \_\_\_\_\_ Hours of Employment from \_\_\_\_\_ to \_\_\_\_\_

2. Per Session Position for which you are Applying: Program Name: \_\_\_\_\_

CFN \_\_\_\_ District \_\_\_\_ Approximate Start Date \_\_\_\_\_ Do you claim retention rights? Yes \_\_\_\_ No \_\_\_\_  
School/Office \_\_\_\_\_ Approximate Total No. of Hours in Activity \_\_\_\_\_  
Work Hours Monday – Friday \_\_\_\_\_ to \_\_\_\_\_ Saturday – Sunday \_\_\_\_\_ to \_\_\_\_\_

3. **Between July 1, 2023 and June 30, 2024, have you worked or do you plan to work in any other per session activity?**  
Yes \_\_\_\_ No \_\_\_\_ . **If yes, indicate all positions below. (Use additional sheets if necessary)**

a. Program Name: \_\_\_\_\_

CFN \_\_\_\_ District \_\_\_\_ Approximate Start Date \_\_\_\_ Do you claim retention rights? Yes \_\_\_\_ No \_\_\_\_  
School/Office \_\_\_\_\_ Approximate Total No. of Hours in Activity \_\_\_\_\_  
Work Hours Monday – Friday \_\_\_\_\_ to \_\_\_\_\_ Saturday – Sunday \_\_\_\_\_ to \_\_\_\_\_

b. Program Name: \_\_\_\_\_

CFN \_\_\_\_ District \_\_\_\_ Approximate Start Date \_\_\_\_ Do you claim retention rights? Yes \_\_\_\_ No \_\_\_\_  
School/Office \_\_\_\_\_ Approximate Total No. of Hours in Activity \_\_\_\_\_  
Work Hours Monday – Friday \_\_\_\_\_ to \_\_\_\_\_ Saturday – Sunday \_\_\_\_\_ to \_\_\_\_\_

4. Will your total per session hours for this year, including the hours for the position for which you are applying, exceed 400?  
Yes \_\_\_\_ No \_\_\_\_

5. If yes, have you submitted a waiver request to exceed the 400 hour maximum? Yes \_\_\_\_ No \_\_\_\_

6. **Declaration:** I have read and understand the requirements in Chancellor's Regulation C-175. I understand that I am bound by this regulation. I affirm that the information given above is, to my knowledge, accurate and complete, and I understand that a willfully false answer to any question contained herein is a Class E felony which shall render this application null and void and may result in loss of retention rights, cancellation of per session employment, loss of pay, recoupment of compensation already paid, and/or disciplinary action.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

7. **Approval by Per Session Supervisor:** I certify that this applicant possesses the qualifications established for the position and that the selection was made after following advertising procedures set forth in Chancellor's Regulation C175.

\_\_\_\_\_  
Signature of Per Session Program Supervisor

\_\_\_\_\_  
Date

## Summary of Chancellor's Regulation C-175

Chancellor's Regulation C-175 is available for review at <https://www.schools.nyc.gov/about-us/policies/chancellors-regulations>. Each school maintains a copy of the Standard Operating Procedures Manual for Schools (SOPM). Individuals may review a copy of these procedures in order to familiarize themselves with the process by which per session employees are processed and paid.

1. All per session employees must complete an application for per session activity (OP175) prior to commencing service.
2. Individuals who have been approved for waivers in prior years must resubmit new waiver applications each year. For this purpose, the per session year is from July 1 **through** June 30.
3. Individuals must submit a waiver form for exceeding the limit on the maximum number of hours that can be served in a per session year. The maximum number of hours of per session work that may be performed annually is available in the C-175 regulation.
4. No individual is authorized to work in a per session activity during a normal school workday.
5. Per session employment, whether funded from the same or a different source, may not be used as a means of providing additional compensation for work similar to that which is performed in an individual's primary assignment.
6. Individuals cannot serve in a per session activity for which, in their primary assignment, they are responsible for hiring, rating, or coordinating or which they normally supervise in their primary assignment.
7. No per session compensation may be paid for work performed at home.
8. Employees on sabbatical leaves beginning August 1 must complete per session activities in which they are serving in July. They will not be permitted to commence any new per session assignments until the September following the completion of the sabbatical.
9. Each per session employee is required to use a time clock to record the exact time of arrival and departure. The timecard is to be maintained at the work site and should serve as the basis of entries on the Personnel Time Report. If a time clock is not available, a daily attendance report with exact time of arrival and departure must be provided, maintained and approved by a supervisor. In every case, regardless of the specific manner in which time is reported, supervisors are accountable for verifying the record of attendance. Approval by a co-worker is not acceptable. Failure to maintain satisfactory records will result in the withholding of compensation or recoupment of payment already made.
10. Each per session employee is required to submit a time sheet for service that was performed during the prior per session period within one school day of the per session period immediately following each service.
11. ***Time sheets submitted for per session work which required a waiver that was not previously approved will result in the withholding of per session payment.***
12. If a teacher is entitled to retention rights in a per session activity but fails to claim those rights before or at the time of application for a different per session job in which the teacher has no retention rights, the teacher may then be denied employment in the job for which there is entitlement to retention.

**Notes:** Requests for waivers must be submitted sufficiently in advance to allow time for review and appropriate action. ***Failure to obtain a valid waiver may result in the withholding of payment for hours worked beyond the maximum hours as outlined in Chancellor's Regulation C-175.***